

2006/2007 Elementary After School Programs

Recreation Activity Programs For Youth



PROGRAM DETAILS:

“Drop-In” Recreation Program: Scottsdale’s after school programs provide school-age children with a caring, enriching and safe after school environment. Recreation staff provides structured recreational and educational activities daily. Scottsdale Recreation professionals adhere to ethical conduct by upholding basic principles of trust, honesty, integrity, and respect. Participant’s “safety” is our after school program’s #1 priority! Recreation staff is regularly trained on a variety of key subjects, which provide a positive foundation for our after school programs. Recreation Leaders conduct activities including tournaments, arts & crafts, games, special guest speakers and events, drama, sports, and fitness related activities for Scottsdale’s youth. All after school programs are drop-in, which means the youth are permitted to come and go as they wish. Attendance is taken at the start of the program each day. During most program days, participants may arrive at any time after the program begins and they may depart at any time without signing in or out.

PROGRAM LOCATIONS:

Yavapai Elementary
701 N. Miller Rd.
Scottsdale, AZ 85257
(480) 312-2330

Paiute Neighborhood Center
6535 E. Osborn
Scottsdale, AZ 85251
(480) 312-2529

Mountain View Park
8625 E Mountain View Rd.
Scottsdale, AZ 85258
(480) 312-2584

Hohokam Elementary
8451 E. Oak St.
Scottsdale, AZ 85257
(480) 312-2313

Pima Parkhouse
8600 E. Thomas Rd.
Scottsdale, AZ 85251
(480) 312-2313

Aztec Elementary
13636 N 100th St.
Scottsdale, AZ. 85259
(480) 312-2313

Tonalea Elementary
6801 E. Oak St.
Scottsdale, AZ 85257
(480) 312-2313

Navajo Elementary
4525 N. Granite Reef Rd.
Scottsdale, AZ 85251
(480) 312-2313

Horizon Park
1544 N. 100th St.
Scottsdale, AZ 85260
(480) 312-2650

PHONE: Administration – See corresponding numbers above.
Registration - (480) 312-7957

DATES: All programs begin on August 21, 2006 and conclude on June 6, 2007. The youth programs will be **closed** on school holidays, during Fall Recess, Winter Break, and Spring Break. Please refer to each program’s monthly activity calendar for specific dates closed. All after school programs will be open corresponding with “early release” days of the Scottsdale Unified School District.

TIMES: School release until 6pm, Monday – Friday.

PARTICIPANTS: 1st – 6th grade

****ALL forms, (including the registration, medical emergency forms, notice of non-liability, and permission slips) must be completed and returned to us prior to the start of the session, or on the first day for a child to be accepted as a participant in Scottsdale’s After School Programs. AN ORIGINAL Birth Certificate for your child must be verified by one of our Supervisors at the Parent orientation meeting or prior to the session start.**

PARKS AND RECREATION

7340 Scottsdale Mall
Scottsdale, AZ 85251
480-312-PARK
www.ScottsdaleAZ.gov

ATTENDANCE POLICIES

1. Program Format

The City of Scottsdale after school programs are Drop-In Programs. Children may come and go as they wish. During most program days, participants may arrive at any time after program begins, or they may depart at anytime without signing in or out. The program begins promptly after school and ends at 6pm.

2. Absences/Vacations

We have an extensive waiting list for after school programs. Please notify administrative staff when taking your child out of the program permanently, so we may fill his/her position with a child from our waiting list. If you are going to utilize the program only for certain days, please let us know, so that we may open the program to others with a regular need.

3. Pick-Up Time

The program ends at 6pm, please be prompt in picking up your child. Staff will not be available to supervise children after the program ends. If you do not pick up your child on time, you may jeopardize your child's position in the program.

4. Excursions

The program participants have the opportunity to go on excursions. Some of these excursions may require additional fees for transportation, admission and participation. These excursions are limited to a minimum of eligible participants (depending upon bus/van capacities.) You will be notified in advance of such opportunities. Please refer to the newsletters or program calendars for specific activities. Only youth with signed parent permission slips will be permitted to attend these special offerings.

MISCELLANEOUS INFORMATION

Snacks:

Each after school program will have a refrigerator available for children who wish to bring snacks. Prepackaged snack donations are always appreciated.

Bicycles:

Staff is not responsible for missing bicycles/scooters/skateboards. Bikes are not allowed inside the facility, and must be kept away from all doorways.

Please lock bicycles in bike rack.

Personal Items:

Limited space is available for children to leave their backpacks, etc.

Staff is not responsible for missing items. We encourage children to leave valuables at home (cell phones, I-pods, jewelry, Yu-gi-oh cards, skateboards, etc)

First Aid:

Each program will have adequate first aid supplies on site. (Band-Aids and ice packs)

Telephone:

The onsite telephone is reserved for emergencies and business purposes only. Children and parents should make all arrangements (pickup times) prior to the program.



Behavior Policy

- . Kindness, consideration and courteous behavior is appreciated and expected.
- . Treat every park patron and staff member with respect.
- . Respect facility property and the property of others.

The following is not tolerated by participants, park patrons, or staff:

- | | |
|-------------------|--|
| ♦ Verbal abuse | ♦ Disorderly Conduct |
| ♦ Intimidation | ♦ Profanity/Threats |
| ♦ Harassment | ♦ Violation of law |
| ♦ Criminal damage | ♦ Use of alcohol/illegal substances |
| ♦ Solicitation | ♦ Threatening or jeopardizing the health, safety and/or well being of others |

The Parks and Recreation Division complete behavior policy is available upon request.

Unacceptable behavior may result in suspension

EXPECTED PARTICIPANT BEHAVIOR

RULES:

- ❖ Listen and follow directions.
- ❖ Be kind and respectful.
- ❖ Keep your body to yourself.
- ❖ Respect other people's property.

CONSEQUENCES:

- ♦ Warning and rule reminder.
- ♦ Time Out (no longer than 5 minutes).
- ♦ Contact parents regarding inappropriate behavior
- ♦ Contact parents to pick up child.

If any program participant engages in aggressive or threatening behavior, immediate action will be taken. Parents will be informed to pick up their child and participant may be suspended from attending the program until situation is resolved.

EMERGENCY MEDICAL INFORMATION

Please check which location your child is enrolled in

PROGRAM LOCATIONS:

☐ Yavapai ☐ Hohokam ☐ Tonalea ☐ Paiute
☐ Pima ☐ Navajo ☐ Mt. View ☐ Aztec ☐ Horizon

Child's Name _____ Age _____ Birthdate* _____

*Birth Certificate verification is required for registration in Total Recreation Enrichment Club *

Street Address _____ Apt # _____

City _____ Zip Code _____

Parent/Legal Guardian's Name _____

Parent/Legal Guardian's Name _____

E-mail addresses _____

PHONE NUMBERS (please include area codes)

CONTACT	DAY	EVENING	PAGER/MOBILE
Mother			
Father			
Emerg #1			
Emerg #2			

MEDICAL INFORMATION

Doctor: _____ Phone: _____

Insurance Company: _____ Policy: _____

Preferred hospital**: _____

YOUR CHILD WILL BE TREATED AT THE NEAREST HOSPITAL UNLESS OTHERWISE SPECIFIED

City of Scottsdale Youth Programs do not provide for the administration of medication, whether prescription or non-prescription medications (collectively "Medications"). It is the responsibility of the participant's parent or guardian to administer Medications. For the safety of all participants, no participant shall bring Medications to a program or program site, or have Medications on their person. In the event that taking medication is essential to allow participation in a program and the participant's parent or guardian is unable to administer the medication, the City may in some instances be able to provide the service. This service will be available, however, only at locations where the Medications may be safely stored and there is sufficient staff available to provide the service. The administration of any medications by city staff shall be subject to the prior completion of a "Medication Consent Form" by the participant's parent or guardian and compliance with any other conditions established by the City.

Is participant taking medication? YES NO If yes, please complete the following information:

Name of Medication	Dosage	Dispensing Times	
1.			
2.			
3.			

[illegible]

**CITY OF SCOTTSDALE AFTER SCHOOL PROGRAM
PERMISSION/AUTHORIZATION/NOTICE OF NON-LIABILITY**

CHILD'S NAME _____ AGE _____

PARENT'S
NAME _____ PHONE _____

ADDRESS _____

Permission Slip & Authorization Regarding Medical Assistance

I hereby give permission for the above-named child to participate in the City of Scottsdale's after school program. I understand off site excursions or activities require transportation and that my child can participate only in such excursions or activities for which I have given a separate, signed permission slip.

I hereby authorize the City of Scottsdale staff to obtain any needed medical assistance for my child in case of an emergency, illness, or accident. I understand that any resulting expenses or charges are my responsibility and I will pay them immediately, either directly or through personal insurance.

Authorization of photo/image use

I hereby grant permission to the City of Scottsdale to use the above-named minor child's likeness (i.e. image, picture, etc), while participating in a City of Scottsdale Parks and Recreation, Human Services, or other City program, on informational and promotional materials and reports, in printed, video and electronic (web) form, without any obligation or liability to the City, the minor child, or his or her parent or guardian.

Notice of Non-Liability

I understand that physical injury may occur during participation in this program. By signing below I hereby release and agree to hold harmless the City of Scottsdale and it's representatives to the fullest extent allowed by law from any and all claims for personal or bodily injury and property damage occurring or resulting from the above named child's participation.

Signature: _____ **Date:** _____
Parent/Guardian